

Adding an OFFSITE LOCATION or Service CHECKLIST

The Provider must submit:

1. request or Letter of Intent to open an offsite or add a service** _____
2. completed BHS application ** _____
3. payment of applicable fee** _____
4. copy of current on-site inspection reports from OSFM and OPH _____
5. plan review approval from OSFM _____
6. Cautionary Codes from OSFM _____
7. Attestation of compliance form R/T Cautionary Codes _____
8. Copy of new offsite's floorplan _____
9. copy of liability insurance _____
10. copy of lease agreement or proof of ownership of location _____

*****documentation needed for adding just a service to existing license***

NOTES / COMMENTS:
